

APPENDIX Q
ORGANIZATION COMMAND INSPECTION PROGRAM

STAFF ELEMENT: Command Group

SUB-FUNCTION: Overall Policy

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. Does the Commander have his own current OIP Guidance or Policy published IAW AR 1-201 and Eighth U.S. Army Reg 1-201 that:			
a. Adhere to Principles of Inspections IAW AR 1-201, para 2-2?	—	—	—
b. Reflects or includes the OIP Policy of higher headquarters?	—	—	—
c. Has been provided to higher headquarters for review/approval?	—	—	—
2. Is the Unit OIP an established program with the following?			
a. A central OIC/NCOIC on current Additional Duty Orders?	—	—	—
b. Scheduled Periodic Reviews of the Program (including briefings to Commander/Staff)?	—	—	—
c. Schedule and coordinate all external, subordinate units and inspections by higher command?	—	—	—
d. Use external or recent inspection results to avoid inspection duplication and redundancy?	—	—	—
e. Centrally track all external inspections of subordinate units?	—	—	—
f. Centrally track internal inspections from higher headquarters?	—	—	—
g. Centrally track all external inspections from outside agencies?	—	—	—
h. Authorize use of external/recent inspection results for CIP?	—	—	—
i. Policy to avoid inspection duplication and redundancy?	—	—	—

SUB-FUNCTION: Regulations and Policies

1. Are the following regulations on-hand*:			
a. AR 1-201, Army Inspection Policy, 17 MAY 93?	—	—	—
b. Eighth U.S. Army Reg. 1-201, Eighth United States Army Inspection Policy?	—	—	—

**Note: "on-hand" can be Defined as (a) "Hardcopy in hand, clearly labeled, readily available OR (b) an Electronic copy with site locations or access instructions printed and equally accessible to each applicable command member. (Ideally listed in the continuity book.)*

	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
c. AK Pam 1-201, Army in Korea Pamphlet, Command Inspection Program Checklists?	—	—	—
d. Most recent USFK and Eighth U.S. Army Organizational/Command Inspection Program Guidance/notification?	—	—	—

SUB-FUNCTION: Corrective Action

1. Does the Commander's CIP/OIP Policy include a well-defined and effective corrective action plan that:

a. Requires recommendations for corrective action?	—	—	—
b. Identifies of the staff element or person responsible for the correction?	—	—	—
c. Identifies/tracks deficiencies from previous inspection findings?	—	—	—

SUB-FUNCTION: Program Coordination

Are all subordinate units directed to continually update their OIPs, coordinate them with both higher and subordinated headquarters, and use them to prevent conflicts, redundancy, and duplication?

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SUB-FUNCTION: Scheduling

Are Commander's initial assessment CIPs scheduled and executed within required time IAW AR 1-201 and Eighth U.S. Army Reg 1-201? (Company within 90 days; BN and BDE 120 days)

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SUB-FUNCTION: Inspector Training

1. Does the Unit have an Inspector Training program/conduct IPRs to ensure inspectors are adequately trained and certified including--

a. Understand the MOI for conduct of the actual inspection?	—	—	—
b. Provide an example inspection result format for inspectors.	—	—	—
c. Know duties, chain of authority, and OIC of inspection team?	—	—	—
d. Fully trained SME, qualified in area to inspect?	—	—	—

e. Senior or equal in rank to the staff members they are inspecting (when available)?

<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
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SUB-FUNCTION: Inspection Reports

1. Is a formal report of the inspection provided to the inspected Unit commander and does it:

a. Identify strengths and challenges noted during the inspection?

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b. Clearly specify noncompliance with a standard, policy and/or regulation?

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c. Indicate the problem(s) is/are systemic and identify possible root causes?

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d. Require written feedback regarding corrective action taken/to be taken?

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Primary Inspector Sign and Date: _____